



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, RED CLOUD AND AREA I
UNIT # 15707
APO AP 96258-5707

Policy # 6-13

IMRD-ZA

11 FEB. 2016.

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Red Cloud and Area I Accountability and Responsibility of Government Property - Building Managers

1. The proponent for this policy is the Directorate of Public Works (DPW), Real Property Office.
2. This policy is effective immediately. It remains in effect until rescinded or superseded.
3. References.
 - a. AR 735-5, Policy and Procedures for Property Accountability, 10 May 2013
 - b. AR 190-13, The Army Physical Security Program, 25 February 2011
 - c. DA Pam 405-45, Real Property Inventory management, 1 November 2004
 - d. IMCOM-K Facility Leader Action Guide, May 2008
4. Purpose. Provide guidance to Commanders and Directors within USAG Red Cloud and Area I community regarding Building Manager responsibilities for facilities (buildings).
5. Commanders and Directors are Primary Building Managers for government facilities under their control. Primary Building Managers may designate personnel in grades E-6 and above (or civilian equivalents) with at least 6 months retainability to serve as Alternate Building Managers. Primary Building Managers shall provide a memorandum to DPW Real Property Office (CRC, Bldg 827) listing names, ranks, and facility numbers for all designated Alternates. See Enclosure.
6. Primary Building Managers must ensure proper custody, safekeeping, and disposition of all facilities and keys under their control. Primary Building Managers must:
 - a. Sign for all facilities and keys through the USAG RC & Area I Real Property Office. All interior office furnishings are signed for through the unit's respective unit PBO.
 - b. Utilize the USAG RC & Area I, DPW Building Managers Guidebook and attend DPW Real Property Office Building Managers Training within 60 calendar days of assuming Command and/or being appointed as a Building Manager.
 - c. Contact the DPW Real Property Office at 732-6582 at least 45 days prior to departure to coordinate the disposition of facilities, keys, and furniture.

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d. Ensure all Installation Status Report - Infrastructure (ISR-I) checklists for assigned facilities are completed and returned to DPW Real Property Office prior to suspense date.

e. Conduct monthly inspections of assigned facilities to include installed heating and air conditioning equipment, window, doors, lights, and plumbing to determine real property condition. Inspect all interior areas such as closets, stairwells, entrances, hallways, and office areas for neatness and cleanliness. Notify facility occupants of any poor housekeeping and ensure corrective action is accomplished.

f. Submit a Service Order (SO) or Work Order (WO) DA Form 4283) to have work done or repairs made to assigned facilities.

g. Review and sign all DA Form 4283's before submitting to DPW Business Operations and Integration (BO&I) Division and monitor the status of any open Work Orders.

h. Establish a key control program IAW AR 190-13, and ensure keys are not duplicated without the Building Manager's personal knowledge and prior approval from DPW Real Property Office.

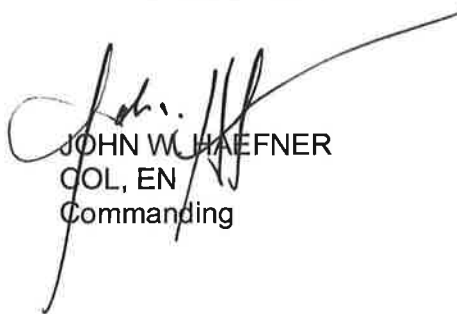
(1) Maintain a spare key for each door lock (excluding mechanical rooms). Ensure all spare keys are secured in a user-purchased cabinet.

(2) Repossess keys from key holders when they are reassigned or no longer employed and request additional/replacement keys on a DA Form 4283.

(3) Notify individuals requesting replacement keys, for other than normal wear-and-tear, that they are monetary responsible for the issued keys.

7. Point of contact for this memorandum is Mr. Keith A. Chambers, USAG-RC and Area I Real Property Accountable Officer (RPAO) at 732-6582 or keith.a.chambers12.civ@mail.mil.

1 Encl
Alternate Building Manager Template



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COL, EN
Commanding

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